

28 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (21-27 December 1983)

Classification Review Division

CRD reviewed five manuscripts (139 pages) for PRB, 24 (61 pages) SAEs, three documents (88 pages) for IPD, and one miscellaneous document of four pages.

Records Management Division

Representatives from Eastman Kodak and NPIC will visit the Agency Archives and Records Center (AARC) on 10, 11, and 12 January 1984 to examine the condition of film stored there. They will inspect film that is stored inside AARC's cool room and elsewhere to determine whether film must be stored in a controlled environment to prevent deterioration. The inspection will also include an examination of film that was used in the 1950s to determine the effect of long-term storage.

Records Systems Branch representatives met with a member of the Automated Data Resources Branch, Office of Personnel, to be briefed on how the computerized Agency Training System maintained by the Office of Training and Education (OTE) would interface with the Personnel Resources Information Management System. This information is necessary for the development of the machine-readable records control schedule for OTE and other Agency offices that maintain employee training data. The goal is to develop a records schedule that is acceptable to all offices which use this training information.

Chief, AARC briefed the Agency Historian on the organization and activities of AARC. After touring the facility, the Historian was given the opportunity to review some of the 3,000 cubic feet of OSS records that have been declassified and are stored there before a final decision is made on whether they should be transferred to the National Archives and Records Service.

The Information Control Section, Information Technology Branch (ITB), completed its audit of the Top Secret collateral documents held by the Intelligence Community Staff. This audit brings to 50 the number conducted during 1983 and completes the Section's annual inventory of this material.

The Requirements Section, ITB, completed preparation of a draft of the TRIS Requirements Document based on input from components throughout the Agency. The draft will be sent to the TRIS Users Group for its review and comment. The first meeting of the Group will be held in January to discuss the document. When approved by the Group, the documents will serve as the basis for determining the capabilities which should be built into TRIS.

AARC personnel made 20 additions and seven changes to RAMS, received/edited 15 jobs and keyed 3,453 entries into ARCINS, received 25 jobs absorbing 479 cubic feet, and serviced 2,047 requests for records.


Regulations Control Division

RCD currently is processing a total of 125 jobs which includes 12 new and revised proposals, 12 issuances in active negotiation and coordination, 13 issuances sent forward for approval, 15 issuances prepared for publication by P&PD, eight issuances published by P&PD, and two issuances canceled.

Issuances of general interest processed this week in RCD included a



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Chief, RCD has scheduled a meeting of Office of Security (OS) and DO representatives for 29 December to complete the preparation of a revision to  Outside Activities. DO has been working on a draft with EXDIR and forwarded copies to OS and RCD on 23 December. The purpose of the meeting is to resolve any remaining problems and obtain agreement for RCD to begin immediate processing.

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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

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